	ENT OF CORRECTIONS PROCEDURE DIRECTIVE	CHAPTER General Administration STATEMENT NUMBER 1.23		
SUBJECT:	PUBLIC SPEAKING POLICY	EFFECTIVE DATE	04/25/14	
		REVIEW DATE	04/25/15	
PROPONENT:	<u>Jeff Lyons, Public Information Officer</u> <i>Name/Title:</i>	SUPERSEDES PPD#	<u>1.23</u>	
	Commissioner's Office 271-5602 Division Phone #	DATED	04/01/13	
ISSUING OFFICER:		DIRECTOR'S INITIALS		
William Wrenn, Co	ommissioner	DATE APPENDIX ATTACHED: YES NO		
REFERENCE N	O: See reference section on last page	ge of PPD.		

I. PURPOSE:

To provide a system that permits employees to speak about official departmental business at organized public speaking events.

II. APPLICABILITY:

To all employees

III. POLICY:

It is the policy of the Department of Corrections to take every opportunity to better inform the public concerning the Department by speaking at public, civic, school or other groups as requested. It is also the policy of the Department to present a coordinated message when speaking in public.

IV. PROCUEDURE:

- A. Requests for Speakers
 - 1. The Public Information Officer will review all requests for public speakers.
 - 2. An employee that is invited to speak before the public or an organized forum about the Department of Corrections must inform the Commissioner's Office prior to speaking at the event. The employee shall provide the name and location of the group, the nature of the speaking engagement and the general/specific subject matter so that the Department's message is coordinated appropriately.

B. Approval of Speakers

- 1. The Department will maintain and update a list of employees that will be available to speak to organizations and groups upon request.
- 2. Individuals that are not on the list can be approved to speak before a legitimate organization by the Commissioner or Public Information Officer.

C. Presentations

- 1. The speaker shall provide the Public Information Officer a summary of the information that will provided to the audience prior to attending speaking engagement.
- 2. The employee shall refrain from sharing personal opinions about Departmental policy, procedures, and practices during the speaking engagement.
- 3. The employee shall not discuss confidential information during the speaking engagement.

D. Record Keeping

- 1. The Commissioner's Office shall maintain and update a record of speaking engagements using the Public Speaking Engagement Log (attachment 1). The information shall include the dates of the request and the speaking engagement; the group/organization's name; location; contact person; topic; the employee who will be speaking and the Commissioner's Office notice of approval.
- 2. Procedures for media interviews are covered in PPD 1.13 (Public Information Policy).

REFERENCES:

Standards for the Administration of Correctional Agencies Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition Standards

<u>Standards for Adult Probation and Parole Field Services</u> Third Edition Standards

Other

PPD 1.13

LYONS/clr

Attachment

Attachment 1

PUBLIC SPEAKING ENGAGEMENT LOG

Request Date	Engagement Date	Group/Organization	Location	Group Contact Person	Topic	Speaker	Approved